3

Registration Process

Revision Sheet

Revision No.	Date	Revision Description

3.0   Registration Process

3.1 Establishing Your Organization in APPS

To make it easy for Industry entities to establish their identity in the HUD Multifamily system, APPS will have an internet function that will allow Industry to create the required Participant record within APPS.

✍   *A good rule of thumb is if your company has filed a financial statement then your company is registered and all that is needed is a Coordinator or User ID*

✍   *If your company has never done business with HUD you need to register by clicking on the Business Partner Multifamily Link on the APPS Home Page at http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm*

✍   *All companies must have their own EIN/TAX ID's. No Company should use their individual SSN as their Tax ID.*

✍   *Sole proprietors cannot use their Individual SSN # in APPS. They need to have a EIN/Tax ID for their sole proprietorship.*

✍   *For all Address changes some proof of the new address must be sent to HUD. This could be in the form of a memo on the company letterhead, a lease agreement or any other documentation that shows the correct address for the participant.   Once your fax or email is received, HUD can correct the address.*
The information can be sent via email to the apps mailbox listed on the APPS home page or faxed, Attn PPSD Division along with a cover letter stating the details of the request to 202-708-0684.

1. On the APPS Web Page, click the APPS Participant Registration link. The APPS Participant Registration screen displays.

Figure 3-1: **Business Partner Registration HUD Multifamily Screen**

2. Enter the participant's TIN or SSN (no dashes).

3. Click ⬚Submit⬚. The **Register APPS Participant** screen displays.

Figure 3-2: Register Business Partner Registration HUD Multifamily Screen (for Organization)

✍ *Note: The screen for Organization Participants differs slightly from that for Individuals. See the following data chart for details.*

4. Using the following chart as a guide, enter the participant's information. (Fields marked with an asterisk are required)

Data Element	*Description*
CREATE PARTICIPANT (Organization)	

Data Element	*Description*
* Name	Current name of the organization.
TIN	The organization's Tax Identification Number.
* Legal Structure	A drop-down list displays a list of legal structure types.
* Type of Ownership	A drop-down list displays a list of ownership types.
* Address	The participant's street address
* City	The participant's city
* State	A drop-down list displays a list of states
* Zip Code	The participant's zip code
* Country	A drop-down list displays a list of countries.
Foreign Territory	Enter the foreign territory if applicable.
* Foreign Postal Code	Enter the foreign postal code if applicable.
* Phone	The organization's telephone number
Fax	The organization's fax number
E-mail	The organization's e-mail address
Pager	An organization's contact pager number
CREATE PARTICIPANT (Individual)	
Prefix	Select a prefix from the drop-down list, if applicable.
* First Name	Participant's first name
Middle	Participant's middle name
* Last Name	Participant's last name
Suffix	Select a suffix from the drop-down list, if applicable.
SSN	Participant's Social Security Number
* Address	The participant's street address
* City	The participant's city
* State	A drop-down list displays a list of states

Data Element	Description
* Zip Code	The participant's zip code
* Country	A drop-down list displays a list of countries
Foreign Territory	The foreign territory, if applicable.
* Foreign Postal Code	The foreign postal code, if applicable.
* Phone	The participant's telephone number
Fax	The participant's fax number
E-mail	The participant's e-mail address
Pager	An participant's contact pager number

5. Click ⃞Save . The **Participant Information Received** screen displays.

Help

Participant Information Received

The participant registration will be processed overnight.

If the newly registered participant has never done business with HUD, you must apply with HUD Secure Systems to obtain a Coordinator or User ID. Go to the Secure Systems Registration page.

If you already have registered as a user or coordinator for this participant you may go the the Secure Systems page to access APPS.

Registration Search

HUD Home Page

Figure 3-4 Participant Information Received Screen

✍ *Note: After completing this screen, wait at least overnight before applying for your Coordinator or User ID*

3.2 Registering for a Coordinator/User ID for a Company or Individual

✎ *Note: If you do not have a Participant Record in APPS, you must establish your identity within APPS before registering for a Coordinator or User ID.*

3.2.1 Types of Users

There are two types of Users in the Secure Systems: "Coordinators" and "Users". A business entity or a representative of the business entity must register as a Coordinator. The Coordinator serves as the Business Partner's Executive Director's representative in controlling access to the system and performing other system administration functions such as retrieving IDs, and assigning rights to Users. The Coordinator then establishes other representatives as Standard Users. The Coordinator controls which Users have access to enter, view, or submit data. Although a User can enter or submit data to HUD, they cannot control access to the system. A User depends on the Coordinator for the necessary system rights to enter, view, or submit data.

A Coordinator is also responsible for forwarding information received electronically from HUD to the Business Partner Executive Director.

In order for a standard User to act on behalf of an entity in APPS, the Coordinator must associate the User to that entity through the Participant Assignment Maintenance screen of the Secure Systems.(This is how a business entity User receives access to APPS)

3.2.1.1 Coordinator

Because Coordinator/Users access HUD-sensitive information over the internet, security registration for a Coordinator/User ID is required. An internet User can access system information only after registering and receiving their Coordinator/User ID.

Each Business Partner must designate a Coordinator, typically an employee, to act as their representative in providing system access to Users. The Coordinator is then responsible for retrieving a User ID for the User, establishing the User's role in the system.

A Coordinator can also serve as a User for the Business Partner. Therefore, if an individual will be responsible for system administration (Coordinator) and will also submit data (User), the individual should register as a Coordinator.

3.2.1.2 User

A User can be an employee of the Business Partner or a third party (e.g., CPA) authorized by the Business Partner's Coordinator to submit data for the Business Partner.

Unlike a Coordinator, registered Users cannot control system access or perform system maintenance functions. The User is dependent on the Coordinator for system access as well as updating User information (e.g., email address).

✍ *NOTE: The term "User" is a generic term for individuals following the instructions of this guide. If "User" (with a capital 'U') is discussed, it refers to a specific type of internet User (User v. Coordinator).*

All Coordinators and Users must submit a completed registration application to HUD to obtain a User ID. Required registration information includes name and social security number, the Business Partner's name and TIN/SSN, email address, desired password, and mother's maiden name. The registration form is available on the APPS Home Page http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm by clicking on the Multifamily Coordinator and User Registration link.

3.2.2 Coordinator Registration

To register as a Coordinator use the following steps:

✍ *Note: If you do not have a Participant Record in APPS, you must establish your identity within APPS before registering for a Secure Systems Coordinator or User ID. Please refer to Section 3.1, Establishing Your Organization in APPS*

✍ *Note: Please use your parent company Tax ID when registering for Coordinatorship.*

✍ ***Note: Initial Coordinator Registration will only register one company/individual.***

✍ *Note: To request Coordinatorship for multiple companies/individuals, you must have first completed Section 3.2 through 3.5 for your first Coordinatorship. You may then go directly to Section 3.6 to request additional Coordinatorships.*

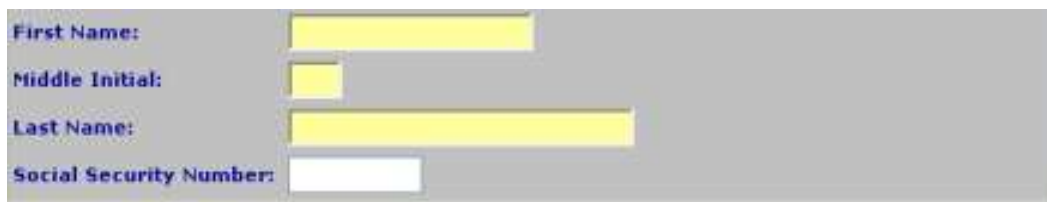✍ *Note: The system limits each Business Partner to two Coordinators. It is recommended that the Business Partner Executive Director designate two Coordinators to ensure backup for daily system administration needs.*

1. Enter the following URL http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm in the address/location of your browser. The APPS Home Page will display. Select the Multifamily Coordinator and User Registration link.

2. The Multifamily Coordinator and User Registration screen will display.

Secure Systems Registration

MULTIFAMILY Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type	Coordinator ○	User ○

First Name:
Middle Initial:
Last Name:
Social Security Number:

Organization Information:
- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name::
TIN/SSN:
Organization ○   Individual ○

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, Brad83). Do not use punctuation or special characters. Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.

Password:
Re-enter Password for Verification:

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

[Send Application]   [Clear Fields]

Content updated April 7, 2006

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Home | Privacy Statement

Figure 3-5: Multifamily Coordinator and User Registration Screen

3. Select the option to designate a Coordinator.

4. Enter all information into the registration form.

5. When completed, click the Print icon from your browser . You will need to save this information for future reference.

6. If you make a single error, simply click in the field and make the correction. If you would like to start over, click .

NOTE: *Be sure to review all the information for accuracy, before sending the application.*

7. Click when completed.

8. The System Coordinator Registration Confirmation information page displays.

Figure 3-6: System Coordinator Registration Screen

9.   If all information is correct, click [Confirm / Submit] .

3.2.2.1 Receiving Your Coordinator ID

Once the HUD Secure Systems receives the Coordinators Registration a letter will be generated with the Coordinator ID and sent to the CEO/Owner of Company for which Coordination rights is requested. If CEO/Owner agrees to the request, they will forward the letter to the Coordinator.

 Allow two weeks to receive Coordinator ID letter.

3.2.3 User Registration

To Register as a User:

✍   *Note: If you do not have a Participant Record in APPS, you must establish your identity within APPS before registering for a Secure Syetems Coordinator or User ID. Please refer to Section 3.1, Establishing Your Organization in APPS.*

1. Click the *User* radio button located next to the *Application Type* on the **Multifamily Coordinator and User Registration** screen.

2. Enter your *First Name*, *Middle Initial, Last Name,* and *Social Security Number* in the appropriate fields.

✍   *NOTE: You can use the Tab key to move to the next field.*

3. Enter the name of the Business Partner in the *Organization Name* field. Enter the Business
    Partner's TIN in the *Organization ID* field.

✍   *NOTE: This must be the TIN for the Business Partner of the associated*

Coordinator.

 ✍ *NOTE: You must provide this information to receive your User ID.*

4. Type your e-mail address in the *E-mail Address field*.

 ✍ *NOTE: It is important to provide your e-mail address so that HUD can communicate with you.*

5. Enter your password. Your password must be six characters, and can consist of letters and/or Numbers.

 ✍ *Note: **Important:** Your password is recorded EXACTLY as you type it, so remember how you enter any letters—uppercase or lowercase. Also, this password will be used each time you access the HUD's Secure System.*

6. Enter your Mother's Maiden Name. This information is used for future verification
   (e.g., if you forget your password)

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name: [   ]

7. Check to ensure the information in each field is correct.

8. Click on the [Send Application] button to submit the application information.
   A   confirmation page displays.

✍   *Note: If you do not have a Participant Record in APPS, you will be unable to*
     register for a User ID. Please refer to Section 3.1, Establishing Your
     Organization in APPS.

Alternative Option

To correct a single entry, double-click in the field and enter the correct information. To

clear all the fields, click on the [Clear Fields] button and re-enter all the information.

System User Registration

STANDARD USER REGISTRATION CONFIRMATION

First Name:	JOHN
Middle Initial:	X
Last Name:	DOE
Social Security Number:	111111111
Organization Name:	FGH Corporation
Organization ID:	
E-mail Address:	John@email.com
Mothers Maiden Name:	SMITH

You are registering as a Participant User for the Participant FGH Corporation

**Please confirm that you are registering as a Participant User and not as a Coordinator. After your registation is processed, the coordinator for
FGH Corporation will disclose your ID to you.**

[Confirm / Submit]   [Cancel Application]

Figure 3-7: Standard User Registration Screen

✎   *NOTE: The mailing address appears only for Coordinators (not Users).* ***Do not proceed with the application if this mailing address is inaccurate or you will not receive your User ID.*** *If the Business Partner's mailing address is incorrect, contact your local HUD Field Office to have it corrected and click on the* [Cancel Application] *button.*

9. If the information is accurate, click on the [Confirm / Submit] button to submit the application to HUD. A message displays acknowledging acceptance of the registration application for further processing.

✎   *Note: Review all the information for accuracy, especially the application type and Business Partner information.*

Figure -3-8: User Registration Confirmation Screen

10. If the information is accurate, click on the ⬚Confirm / Submit button to submit the application to HUD. A message displays acknowledging acceptance of the registration application for further processing.

3.2.3.1 Receiving Your User ID

 User registration applications are processed nightly. The Business Partner's information is verified and a User ID is generated.

 To obtain their User ID, the User must notify the Coordinator that they have registered for a User ID. Allow at least 24 hours after registering before your User ID is posted. The Coordinator can retrieve the User's ID from the system and provide this information to the User. A User can access the system after they receive their User ID from the Coordinator and after the Coordinator assigns them system roles.

3.3 Assigning yourself as a Coordinator

    ✍ *Note: Some information on the screenshots like name, User ID have been blocked and may look different from your screen.*

Once you have registered and have received your Coordinator ID you need to assign yourself as a Coordinator for the company

1. To assign yourself as a Coordinator login to Secure Systems from the APPS main page using your new Coordinator ID.

2. The User Login Page will display. Click on Accept.

3. The Secure Systems Main Menu page will display
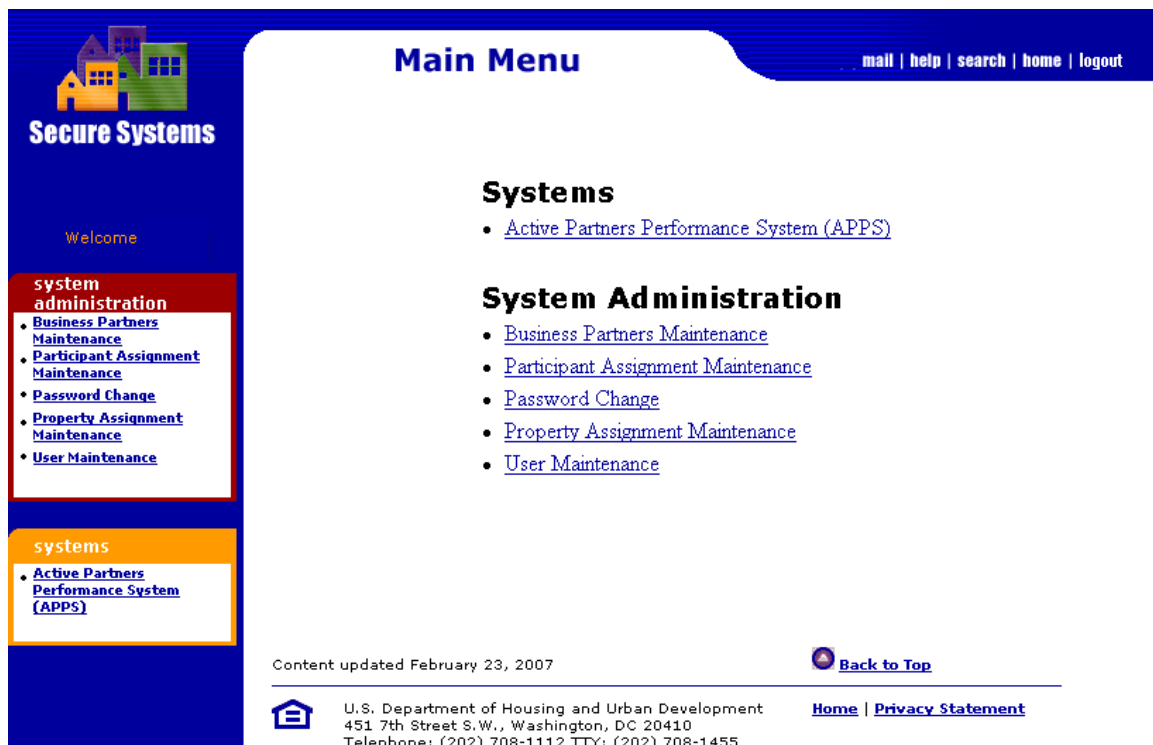
Figure 3-9: Secure Systems Main Menu Screen

4. Select the User Maintenance link from the System Administration section

5. The User Maintenance screen will display

Figure 3-10: Secure Systems User Maintenance Screen

6. Enter your Coordinator ID under the *Search by User ID* section.

7. The Maintain User ID page will display.

Figure 3-11: Secure Systems Maintain User ID Screen

8. *Select Maintain User Profile – Actions* from the *Choose a Function* drop down menu.

9. Click on .

10. The *Assign/Unassign Actions for User ID* page will display

Figure 3-12: Secure Systems Assign/Unassign Actions for User Screen

11. Check the *COR - Coordinator* checkbox and the *UPD- Update* checkbox under *APPS – Active Partners Performance System* section.

12. Click on [Assign/Unassign Actions] button.

13. The Successful Transaction page will display.
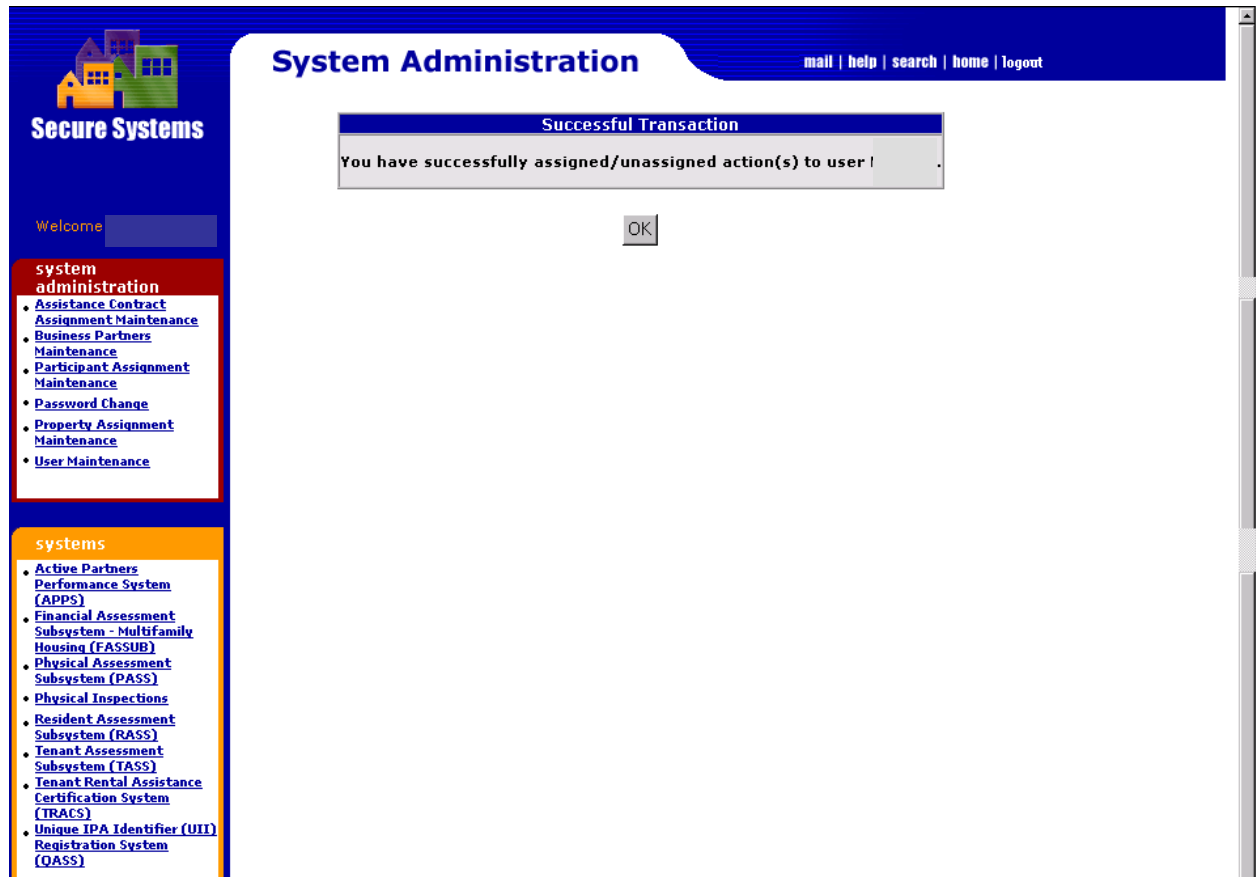
Figure 3-13: Secure Systems Successful Transaction Screen

14. Select OK. You have now assigned yourself as a Coordinator

3.4   Assigning yourself role and User roles

? Note: Some information on the screenshots like name, User ID have been blocked and may look different from your screen.

1. To assign yourself a role, login to Secure Systems from the APPS main page using your new Coordinator ID.

2. The Secure Systems Main Menu page will display.

Figure 3-14: Secure Systems Main Menu Screen

3. Select the User Maintenance link from the System Administration section.

4. The User Maintenance screen will display.

Figure 3-15: Secure Systems User Maintenance Screen

5. *Enter your Coordinator* ID under the Search by User ID section.

6. The Maintain User ID page will display.

Figure 3-16: Secure Systems Maintain User ID Screen

7. Select *Maintain User- Roles* – Actions from the Choose a Function drop down menu

8. Click on [Submit].

9. The Assign/Unassign Roles for User ID page will display.

Figure 3-17: Secure Systems Assign/Unassign Roles for User ID Screen

10. Check the *AUP – APPS Update* checkbox under APPS – Active Partners
    Performance System section.

11. Click the button.

12. The Successful Transaction page will display.
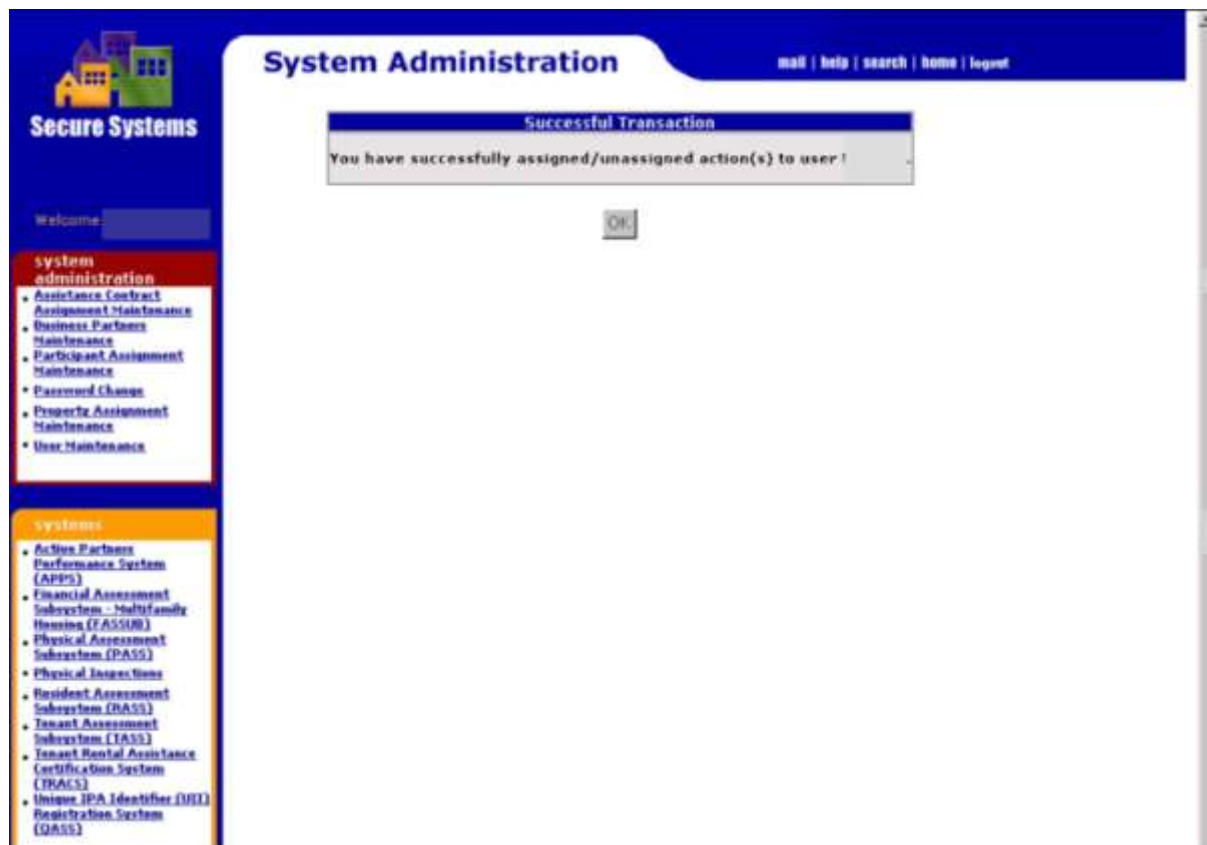
Figure 3-18: Secure Systems Successful Transaction Screen

13. Select OK. You have now assigned yourself roles.

14. Please reboot your system at this point for your new assignments and roles to be activated.

   Note: When you logon to the Secure Systems Main Menu screen, the Active Partners Performance System (APPS) under the Systems section and Participant Assignment Maintenance and Property Assignment Maintenance under the System Administration section will now be accessible.

3.5 Assigning yourself rights to Company/Companies/Individuals

After you have registered as a coordinator for multiple companies you need to assign yourself rights to those companies.

1. From the Secure Systems Main Menu page, select the *Participant Assignment Maintenance* link under the *System Administration* section.

Figure 3-19: Secure Systems Main Menu Screen

2. The *Participant Assignment Maintenance* screen will display

Figure 3-20: Secure Systems Participant Assignment Maintenance Screen

3. Enter your User ID and select *Assign Participant* from the *Choose a Function* drop down menu

4. The Assign Participant for User screen will display

Figure 3-21: Secure Systems Assign Participant for User Screen

5. Select *AUP – APPS Update* from the *Role Code – Role Description* section and select the participant you want to assign rights to, from the *Participant Name – TIN – Participant Type* Section.

6. Click on [Submit]

7. The *Assign Participant Confirmation* for User screen will display

Figure 3-22: Secure Systems Assign Participant Confirmation for User Screen

8. Click on ⬚**Confirm**. You will receive a successful transaction confirmation for your assignment.

9. You have now assigned yourself Coordinator rights to the companies you have selected.

3.6 Registering Coordinatorship for multiple Companies/Individuals

✎ *Note: You must complete Steps 3.2 through 3.5 before you can request Coordinatorship for multiple companies/individuals.*

1. Registering for a Coordinator lets you register for only one company. To register Coordinatorship for multiple companies: Login to Secure Systems from the APPS main page using your new Coordinator ID.

2. The Secure Systems Main Menu page will display.

Figure 3-23: Secure Systems Main Menu Screen

3. Select *Business Partners Maintenance* from the *System Administration* section.

4. The Business Partner Maintenance screen will display.

Figure 3-24: Secure Systems Business Partners Maintenance Screen

5. Enter your User ID and select *Request New/Delete Existing Relationships* from the
   Please enter a Function drop down menu.

6. The *Request/Delete Relationships* screen will display.

Figure 3-25: Secure Systems Request/Delete Relationships Screen

7. Enter TIN for the Companies you would like to assign rights in the *Relationships to request* subsection.

8. Select [Submit]

9. The Request / Delete Relationships Confirmation screen will display.

Figure 3-26: Secure Systems Request/Delete Relationships Confirmation Screen

10. Click on [Confirm]. You will receive a successful transaction confirmation for your request.

✎ *Note: You will need to wait for two weeks to receive your activation keys from HUD.*

11. Once you have received your activation keys you must activate your relationships.

12. From the Secure Systems Main Menu page select *Business Partners Maintenance* from the *System Administration* section.
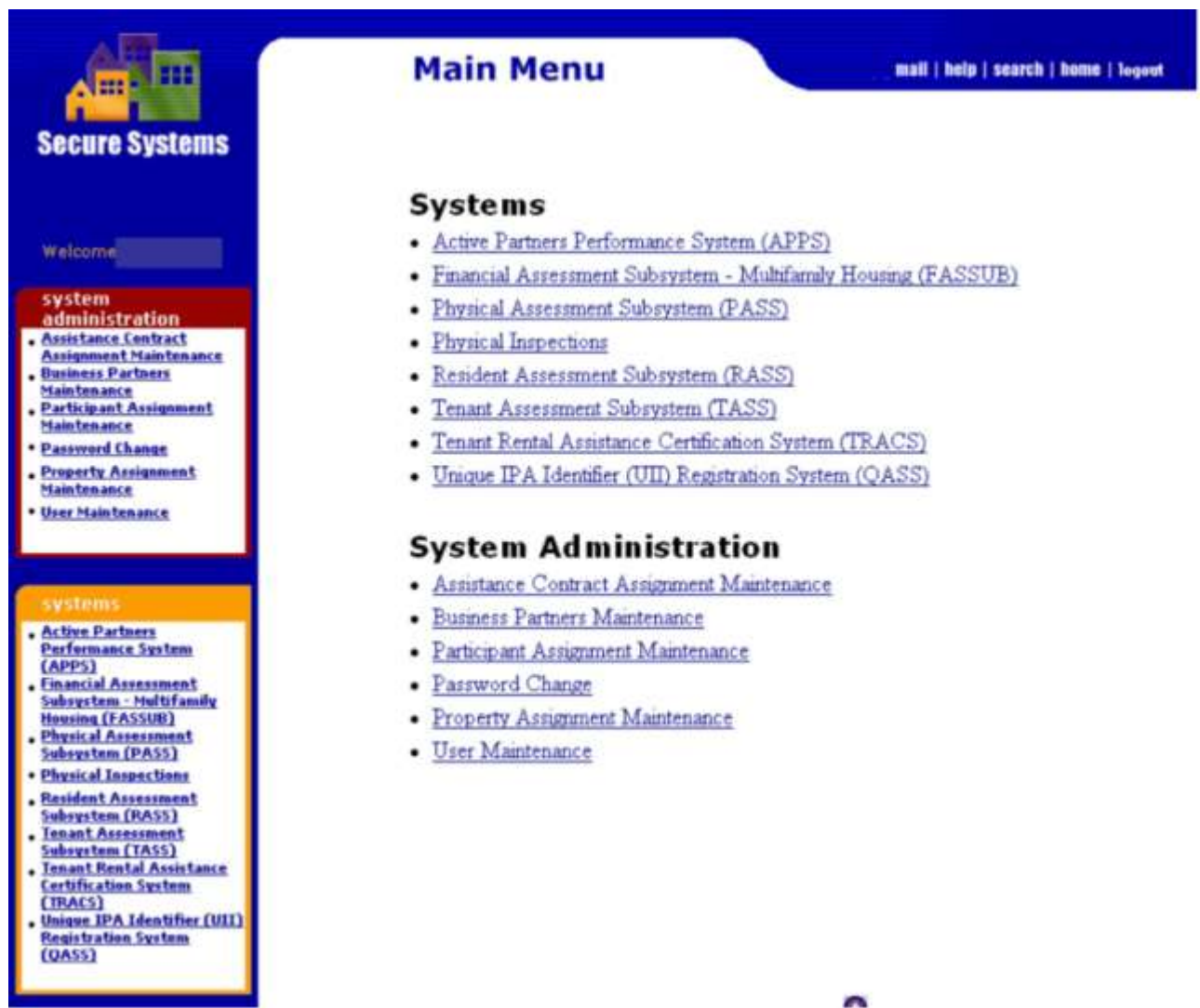
Figure 3-27: Secure Systems Main Menu Screen

13. The Business Partner Maintenance screen will display.

Figure 3-29: Secure Systems Activate Relationships for User ID Screen

16. Enter the Activation Keys you have just received and click on Submit.

17. The Successful Transaction Screen will display.

Figure 3-30: Secure Systems Successful Transaction Screen

18. Click on OK. You have now assigned Coordinatorship.

3.7 Assigning yourself rights to Company/Companies/Individuals

- Repeat Step 3.5

3.8 Assigning the User System Roles by the Coordinator

3.8.1 Retrieving Your User ID by Coordinator

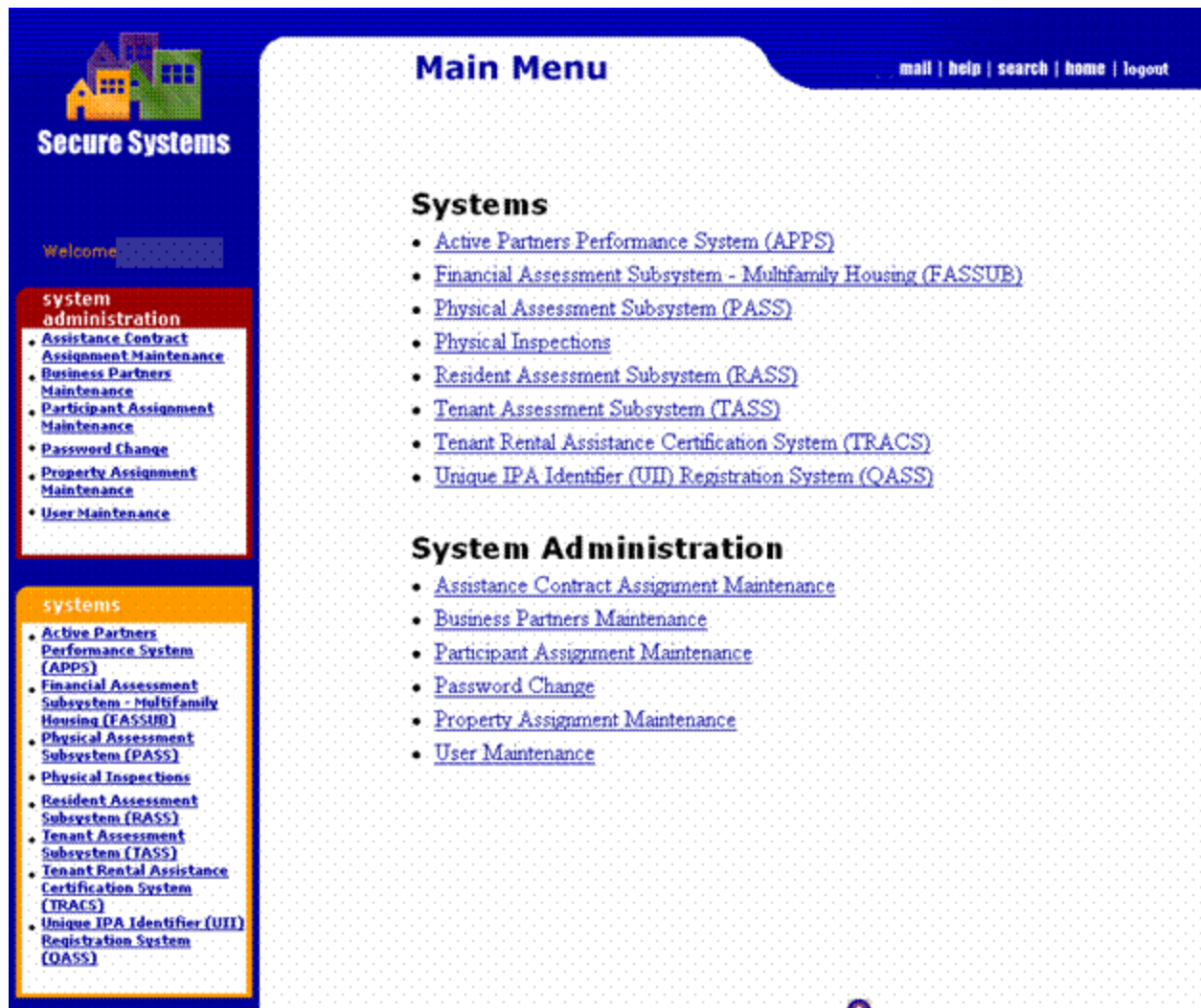1. From the Secure Systems Main Menu page select the *User Maintenance* link under the *System Administration* section
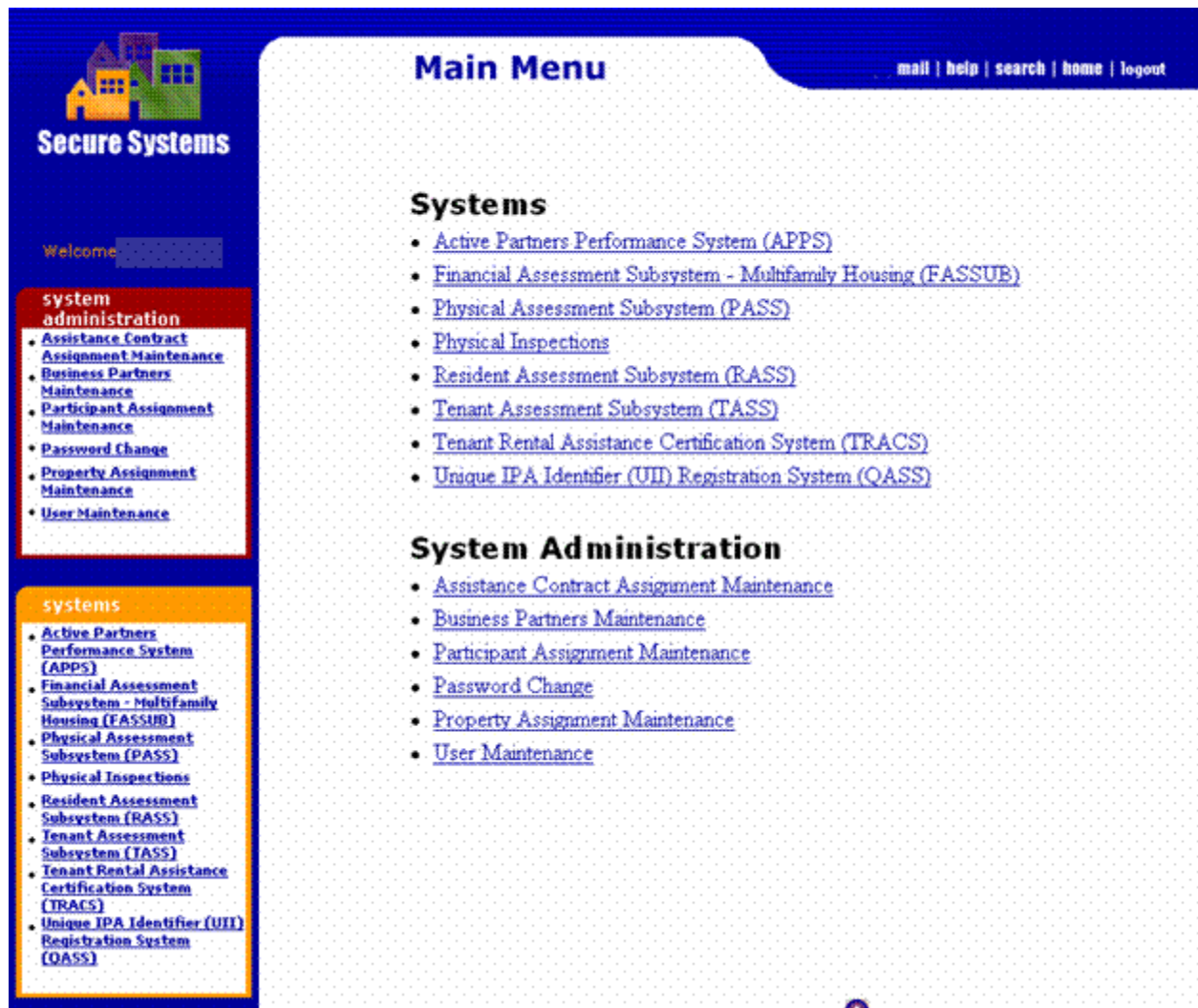
Figure 3-31: Secure Systems Main Menu Screen

2. The User Maintenance Screen will display.

Figure 3-32: Secure Systems User Maintenance Screen

3. Enter the First Name and Last Name of the User in the Search Users Section. And
   select [Search Users]

4. The User List Screen will display with the User ID.

Figure 3-33: Secure Systems User List Screen

*Once the Coordinator has retrieved your User ID he can assign the User System roles

1. From the Secure Systems Main Menu page select the *Participant Assignment Maintenance* link under the *System Administration* section

Figure 3-34: Secure Systems Main Menu Screen

2. The *Participant Assignment Maintenance* Screen will display

Figure 3-35: Secure Systems Participant Assignment Maintenance Screen

3. Use your User ID just retrieved and select *Assign Participant* from the *Choose a Function* drop down menu.

4. The *Assign Participant for User* screen will display

Figure 3-36: Secure Systems Assign Participant for User Screen

5. Select *AUP – APPS Update from the* Role Code – Role Description section and the
    participant you want to assign user roles to from the *Participant Name – TIN –
    Participant Type* Section

6. Click on Submit

7. The Assign Participant Confirmation for User screen will display.

Figure 3-37: Secure Systems Assign Participant for Confirmation User Screen

8. Click on Confirm . You will receive a successful transaction confirmation for your assignment.

9. The User can now submit data for the company/individual.